

Office of Information Practices

# How to Upload the Multiple UIPA Record Request Log Totals to data.hawaii.gov

## Hawaii's Public Records Law Chapter 92F, HRS

October 17, 2012



(October 17, 2012)

Thank you for taking the time to learn how to upload the agency's totals from the Uniform Information Practices Act (UIPA) **Record Request Log** onto data.hawaii.gov.

This training is for agency coordinators who have editing or publishing privileges to upload data onto data.hawaii.gov. To obtain an Editor or Publisher ID for data.hawaii.gov, please contact the Office of Information Management and Technology by calling **586-1930** or e-mailing [Debra.A.Gagne@hawaii.gov](mailto:Debra.A.Gagne@hawaii.gov).

For this training, the Office of Information Practices (OIP) will show you how to upload the multiple agencies' UIPA Record Request Logs onto the OIP Master Log on data.hawaii.gov.

## UIPA Record Request Log

- Have you registered your agency's Log with the Records Report System? The RRS gives a Records number for each record title reported.
- “Confidential” or confidential/conditional?” Protected information must be redacted before posting onto the Internet through data.hawaii.gov.
- Even if the record is “public” in the RRS, names should generally not be posted on data.hawaii.gov.

This training assumes that you have already registered your dataset – in this case, your agency's UIPA Record Request Log – with the Records Report System (RRS), obtained a Record Sequence Number, and identified the access classification. For training on the RRS, please go to OIP's website at [hawaii.gov/oip](http://hawaii.gov/oip).

If the access classification is “confidential” or “confidential/conditional,” this is your first big clue that protected information must be redacted before posting the dataset onto the Internet through data.hawaii.gov.

Note that even if the record is classified as “public” in the RRS, **names should generally NOT be posted onto data.hawaii.gov**, as it is now technologically possible for data from different sources to eventually be combined and “mashed up” to create individual profiles and possibly violate personal privacy interests. Even if personally identifiable information may be subject to disclosure in the event of a UIPA record request, the agencies need not voluntarily post such data onto data.hawaii.gov and they may limit the data that they choose to upload as a precaution against abuse of personal information. Only where the names are an integral part of the public record, as in the case of political candidates' campaign contribution and spending reports, should the names be uploaded onto data.hawaii.gov.

## Before you upload your agencies' totals to data.hawaii.gov:

- # 1: Collect the Unredacted Log Totals and Number of Routine Requests from Each Agency
- # 2: Create your Master Summary of Unredacted Log Totals

Because each department will have a limited number of people with Editor or Publisher privileges on data.hawaii.gov, it will be necessary for these people to collect the Log totals from each agency/unit reporting to them and to upload multiple totals to data.hawaii.gov. These instructions will teach you how you can upload multiple Log totals at one time into data.hawaii.gov by creating a Master Summary, rather than having to individually enter each agency's totals.

Before you are ready to upload multiple agencies' totals to data.hawaii.gov, you first have to gather the data and create a master summary as follows:

### **# 1: Collect the Unredacted Log Totals and Number of Total Routine Requests from Each Agency**

Have each agency forward to you its UIPA Records Request Log. Make sure that the **agency provides you with the number of routine requests** that it received during the reporting period. Remember that the Log does not keep track of routine requests, so each agency is responsible for tracking and reporting the total number of routine requests it receives during the reporting period.

### **# 2: Create your Master Summary of Unredacted Log Totals**

Upload and save on your computer the blank "UIPA Record Request Log to Upload with **Multiple** Agency Totals to data.hawaii.gov" that is found on OIP's UIPA Log training page and rename it your division's "Master Summary of Unredacted Log Totals."

## Before you upload your agencies' totals to data.hawaii.gov:

- # 3: Copy Each Agency's Totals to your Master Summary and Manually Input the Total Number of Routine Requests Received by Each Agency

### **# 3: Copy Each Agency's Totals to your Master Summary and Manually Input the Total Number of Routine Requests Received by Each Agency**

As you receive each agency's totals, copy them into your Master Summary, **without making any redactions** at this time. You can copy and add more rows to the Master Summary form, if necessary.

To copy each agency's Log totals to the Master Summary and input routine request numbers:

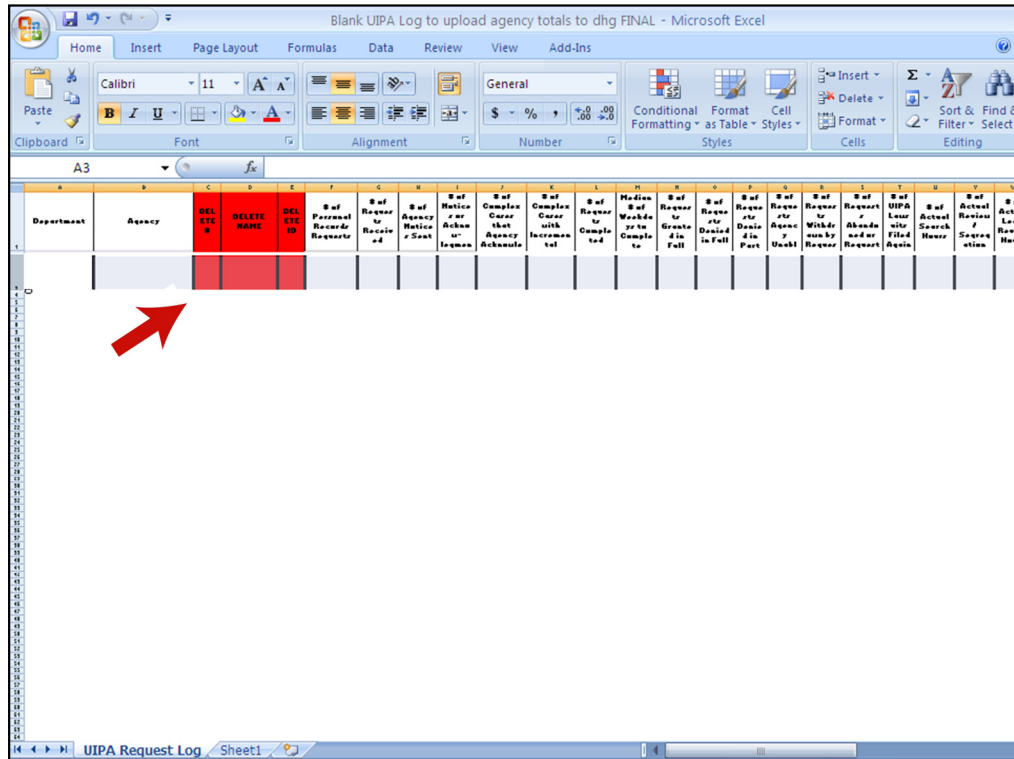
- Go into the Log and copy the yellow highlighted row of "totals" by placing your cursor over the far left row number, then **right-click on "copy"** so that the entire row is highlighted in a box of blinking dotted lines.
- Close the Log and reopen your Master Summary. In the Master Summary, place your cursor over the far left column in the blank row and click on **"Paste Special"** and select **"Values and numbers formats,"** then hit **"OK."**
- Manually enter each agency's numbers in Column AK for **"Total Routine Requests."**

**Before you upload your agencies' totals to data.hawaii.gov:**

- **# 4: Redact Confidential or Unnecessary Information and Save the Redacted Data Set Under a New Temporary Name**

**# 4: Redact Confidential or Unnecessary Information and Save the Redacted Data Set Under a New Temporary Name**

Before uploading any data sets to data.hawaii.gov, be sure to redact any confidential or unnecessary information and save it under a new temporary name.



In the case of your Master Summary, **delete all red highlighted columns (C, D, E, F; AL through BG)** by placing your cursor over the column's letter and right clicking on "delete." To delete a series of columns at one time, **left click on the first column letter** to be deleted so that an arrow pointing down appears over the letter, **and drag your mouse** while holding down the left clicker to move the arrow over the letters of all red columns to be deleted; finally, let go of the left clicker and **right click on "Delete."** Don't forget to delete the columns in red on the far right side of the Master Summary.

Temporarily save this redacted copy as your **"Redacted Master Summary."**

**# 5: If Necessary, Obtain Supervisory Approval to Upload Redacted Data Set onto DHG**

- In the case of the UIPA Record Request Log, if you have followed the instructions above, there will be no confidential information on the redacted copy that you saved for uploading, so supervisory approval is not necessary.

**#5: If Necessary, Obtain Supervisory Approval to Upload Redacted Data Set onto DHG**

After redacting confidential information, you need to obtain supervisory approval to post the redacted data set onto DHG. Each department should establish its own procedures for obtaining supervisory approval.

**In the case of the UIPA Record Request Log, if you have followed the instructions above, there will be no confidential information on the redacted copy that you saved for uploading, so supervisory approval is not necessary. (Besides, you're probably the supervisor.)**

**NOW, YOU'RE READY TO UPLOAD  
the Log to data.hawaii.gov.  
Here's what you need to know.**

■ **Step 1: Log on to data.hawaii.gov**

Enter your email address and password to “Sign in.”

**NOW, YOU'RE READY TO UPLOAD the Log to  
data.hawaii.gov. Here's what you need to know.**

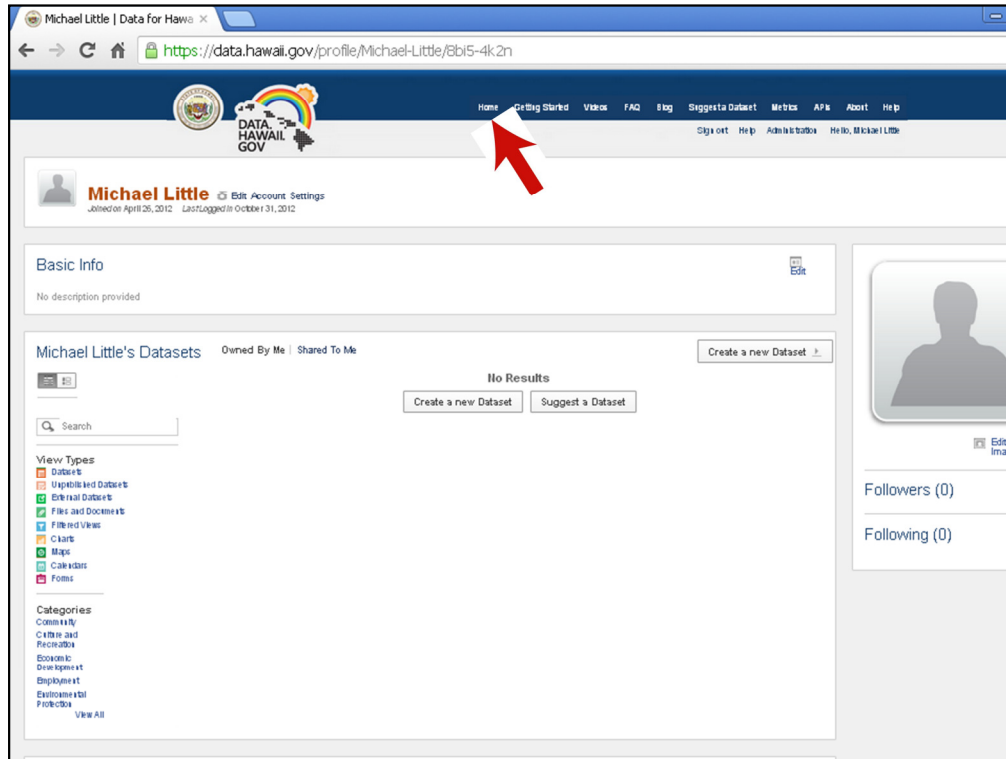
**Step 1: Log on to data.hawaii.gov**

Enter your email address and password to “Sign in.”





Here's what the sign-in page looks like on data.hawaii.gov.



After you sign in, click on **“Home”** at the top.

## **Step 2: Search for the Correct UIPA Master Log to Open**

- In the search box on the left side of the home page, type in “UIPA Log” or “OIP Log” and click on the Master Log to which you will add your agency’s Log.
- **“Sample OIP Master UIPA Records Request Log for All Agencies”** – this is a Master Log for you to **practice uploading** your agency’s data.

### **Step 2: Search for the Correct UIPA Master Log to Open**

In the search box on the left side of the home page, type in “UIPA Log” or “OIP Log” and click on the Master Log to which you will add your agency’s Log. The following Sample, and in 2013 the other two choices, should appear:

(1) **“Sample OIP Master UIPA Records Request Log for All Agencies”** – this is a Master Log for you **to practice uploading** your agency’s data.

(2) **“OIP Master UIPA Records Request Semiannual Log for FY 2013”** - this is the Master Log to which all agencies will post their Logs for record requests received between July 1, 2012 and December 31, 2012, which must be uploaded to data.hawaii.gov by January 31, 2013; and

(3) **“OIP Master UIPA Records Request Year-End Log for FY 2013”** - this is the Master Log to which all agencies will post their Logs for record requests received between July 1, 2012 and June 30, 2013, which must be uploaded to data.hawaii.gov by July 31, 2013.

For this training, please select the Sample Master Log to get familiar with the uploading process.



This screen shot shows the search box to type in the key words for the UIPA Log.

The screenshot shows a web browser window with the URL <https://data.hawaii.gov/Individual-Rights/Sample-OIP-Master-UIPA-Records-Request-Log-For-All/kzni-wByg>. The page title is "Sample OIP Master UIPA Records Request Log For All Agencies". Below the title, there is a table with two columns: "Department" and "Agency". A red arrow points to the "Department" column header. The table contains two rows of data.

	Department	Agency	# of Personal Re
1	SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0	
2	SOH_LAND_AND_NATURAL_RESOURCES	SOH/ LAND & NATURAL RESOURCES/ HAWAII NATURAL AREAS RESERVE SEC	

By selecting the “Sample OIP Master UIPA Records Request Log for all Agencies,” this is the screen that will open up.

### **Step 3: Create a Working Copy and Run the Append Wizard**

- Click on and open up the Master Log. Click the **Edit** button, which is the first mustard colored button on the top row. When you do that, a box on the right side of the screen will open up – hit the **Edit Dataset** button, which will create a “Working Copy.” Hit the **Edit** button again.

**What we want to do next is create a working copy and run the append wizard.**

So click on and open up the Sample Log.

This dataset is published and cannot be edited directly. A working copy can be made that allows you to make all your desired changes before making them publicly available.

[Edit Dataset](#)

**data.Hawaii.gov** HOME VIDEOS FAQ HELP

Sample OIP Master UIPA Records Request Log For All Agencies  
Office of Information Privacy Master Log for all agencies to practice using to upload their

[Edit](#) [Manage](#) [More Views](#) [Filter](#) [Visualize](#) [Export](#) [Access](#) [Share](#)

Find in this Dataset

	Department	Agency	# of Personal Records
1	SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0	
2	SOH LAND AND NATURAL RESOURCES	SOH/ LAND & NATURAL RESOURCES/ HAWAIIAN ISLANDS NATURAL AREAS RESERVE SEC	

This is the screen that will appear. Click the “**Edit**” button, which is the first mustard colored button on the top row.

The screenshot shows a web browser window with the URL <https://data.hawaii.gov/Individual-Rights/Sample-OIP-Master-UIPA-Records-Request-Log-For-All/1s9fh-947t>. The page header includes the data.hawaii.gov logo and navigation links: HOME, VIDEOS, FAQ, and HELP. The main content area displays a dataset titled "[Working Copy] Sample OIP Master UIPA Records Request Log For All Agencies". Below the title, there is a "Publish Dataset" button and a description: "View the published Sample OIP Master UIPA Records Request Log For All Agencies. Office of Information Practices' Master Log for all agencies to practice using to upload their". A red arrow points to the "Edit" button in the top right corner of the dataset view. Below the buttons, there is a table with columns "Department", "Agency", and "# of Person". The table contains two rows of data.

	Department	Agency	# of Person
1	SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0	
2	SOH_LAND_AND_NATURAL_RESOURCES	SOH/ LAND & NATURAL RESOURCES/ HAWAII NATURAL AREAS RESERVE SEC	

When you do that, a box on the right side of the screen will open up – hit the **“Edit Dataset”** button, which will **create a “Working Copy”** as you can see in the top left of the screen. Hit the **“Edit”** button again.



Google | State of Hawaii - Office of Information Practices | Michael Little | Data for Hawaii | Sample OIP Master UIPA Records Request Log For All Agencies

https://data.hawaii.gov/Individual-Rights/Sample-OIP-Master-UIPA-Records-Request-Log-For-All/1s9fh-947t

Alpha | data.hawaii.gov | HOME | VIDEOS | FAQ | HELP

[Working Copy] Sample OIP Master UIPA Records Request Log For All Agencies

Publish Dataset

View the published Sample OIP Master UIPA Records Request Log For All Agencies

Office of Information Practices' Master Log for all agencies to practice using to upload their...

	Department	Agency
1	SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0
2	SOH_LAND_AND_NATURAL_RESOURCES	SOH/ LAND & NATURAL RESOURCES/ HAWAII NATURAL AREAS RESERVE SEC

Edit | Append and Replace | Add Column

Add a new column to your dataset.

Basic Information

Name: Enter a name

Description: Enter a description

Column Type

Data Type: Select a data type

Required Field

Create | Cancel

A new box will appear on the right side.

Click on the button to **“Append and Replace.”**

The screenshot shows a web browser window with the URL <https://data.hawaii.gov/Individual-Rights/Sample-OIP-Master-UIPA-Records-Request-Log-For-All/1s9fh-947t>. The page header includes the data.Hawaii.gov logo and navigation links: HOME, VIDEOS, FAQ, and HELP. The main content area displays a dataset titled "[Working Copy] Sample OIP Master UIPA Records Request Log For All Agencies". Below the title, there is a "Publish Dataset" button and a link to "View the published Sample OIP Master UIPA Records Request Log For All Agencies". A table with two columns, "Department" and "Agency", contains two rows of data. To the right of the table, there is a sidebar with buttons for "Edit", "Manage", "Filter", and "Export". Below these buttons, there is a section titled "Append and Replace" with a description: "Upload a new data file whose content is added to or replaces your current data." A red arrow points to a button labeled "Launch the Append and Replace wizard".

	Department	Agency
1	SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ ACCOUNTING & GENERAL SERVICES/ ACCOUNTING DIVISION/ ACCT-0
2	SOH_LAND_AND_NATURAL_RESOURCES	SOH/ LAND & NATURAL RESOURCES/ HAWAII NATURAL AREAS RESERVE SEC

Then click on the box that appears and states **“Launch the Append and Replace Wizard.”**



Two choices will appear: “Append” or “Replace.” Since we are not replacing any data sets during this training, click on the “**Append**” button.

Note that if you wanted to delete the existing data sets and replace it with the data set that you will be uploading, then you would hit the “Replace” button. While you can practice using “Replace” in the **sample Log**, **be careful to not replace other agencies’ data with yours when uploading to the actual Master Logs.**



The “Append and Replace Data” screen will open up.

Click on “**Upload a file**” on the right side of the screen.

## Step 4: Import the Redacted Data Set

- When the “Append and Replace data” screen opens, click on the box to “Upload a file” and choose the redacted file that you had temporarily saved earlier as the “Redacted UIPA Record Request Log to Upload Agency Totals,” then click on “Open.”

### Step 4: Import the Redacted Data Set

After the “Append and Replace data” screen opens and you have clicked on the box to “Upload a file,” **choose the redacted file** that you had temporarily saved earlier as the “Redacted Master Summary,” then click on “**Open**.”

**Append and Replace data**

How does the data in "Redacted test DAGs UIPA Log to upload agency totals to dhg FINAL.xlsx" relate to your dataset?

**Columns to import**

Source Column	Destination Column	Destination Data Type
Department	Department	Plain Text
Agency	Agency	Plain Text
# of Personal Records Requests	# of Personal Records Requests	Plain Text
# of Requests Received	# of Requests Received	Plain Text
# of Agency Notices Sent	# of Agency Notices Sent	Plain Text
# of Notices or Acknowledgments Sent within 10 Work Days	# of Notices or Acknowledgments Sent within 10 Work Days	Plain Text
# of Complex Cases that Agency Acknowledged	# of Complex Cases that Agency Acknowledged	Plain Text
# of Complex Cases with Incremental Responses	# of Complex Cases with Incremental Responses	Plain Text
# of Requests Completed	# of Requests Completed	Plain Text
Median # of Weekdays to Complete	Median # of Weekdays to Complete	Plain Text
# of Requests Granted in Full	# of Requests Granted in Full	Plain Text
# of Requests Denied in Full	# of Requests Denied in Full	Plain Text

This page will open up. The “Source Column” names that will first appear in the section entitled “Columns to import” should match with the “Destination Column” names. If not, then you could have made a mistake in failing to delete columns before creating the redacted file that you are uploading.

by requester

TOTAL \$ Net Fees & Costs CHARGEABLE	TOTAL \$ Net Fees & Costs CHARGEABLE	Plain Text
TOTAL \$ Gross Fees & Costs Agency INCURRED	TOTAL \$ Gross Fees & Costs Agency INCURRED	Plain Text
TOTAL \$ Gross Fees & Costs INCURRED BUT NOT CHARGED	TOTAL \$ Gross Fees & Costs INCURRED BUT NOT CHARGED	Plain Text
TOTAL ROUTINE REQUESTS	TOTAL ROUTINE REQUESTS	Plain Text

**Headers**  
Headers should be ignored and not imported as data. Please indicate how many rows of your source file are headers:

Department	Agency	# of Headers	# of Headers	# of Headers	# of Headers	# of Headers	# of Headers	# of Headers	# of Headers	# of Headers
SOH_ACCOUNTING_AND_GENERAL_SERVICES	SOH/ACCOUNTING & GENERAL SERVICES/ACCOUNTING DIVISION/ACCT-0	1	3	3	3	1	1	3	40	

One of your rows is a header.

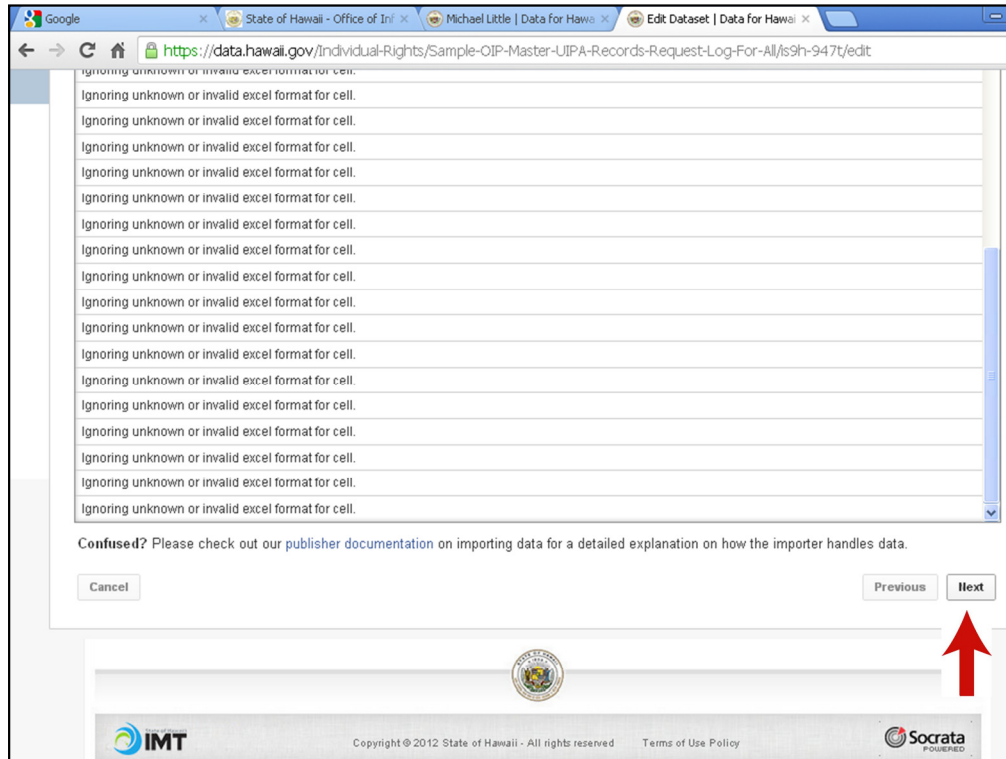
Less Rows More Rows

Cancel Previous Next

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Scroll past the section on “Columns to Import” and go to the “Headers” section, as shown here. A gray row in the “Headers” section means that the row is considered to be a header, rather than data, and will not be imported. As in this screen shot, **the column headers should be grayed out, while your data (dept/agency names and numbers) should not be. If so, you can leave this section alone.** If, by some quirk, your data is grayed out, click on the “less rows” button to not have it grayed, so that it will be imported as data to data.hawaii.gov. Or if the headers have not been grayed out, then click the “more rows” buttons to make them gray and not be imported as data.

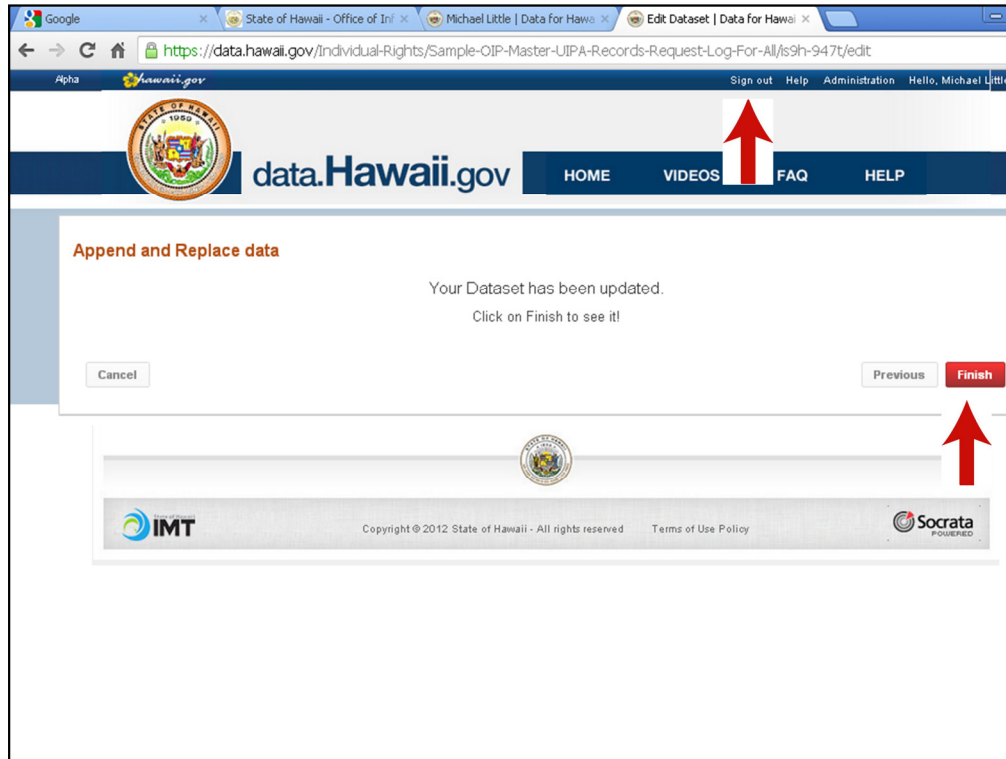
**Please make sure that your department and agency’s name is listed in the first two columns.** This will be the only way that the Log totals can be properly identified, and the department and agency fields are needed to sort and filter data.



Do not worry about any warnings or error messages that show up.

**If all goes well, there should be nothing for you to do, except to click on “Next” at the bottom of the screen to begin importing the data.**





To finish appending, click on **“Finish.”**

## Step 5: **“Publish” the data set and Sign Out**

- The person with the “Publisher” ID is authorized to publish the dataset to data.hawaii.gov.
- Don’t forget to sign out.

### Step 5: **“Publish” the data set and Sign Out**

The person with “Publisher” privileges from OIMT can make the dataset public on data.hawaii.gov by clicking on the **“publish”** button.

Don’t forget to **sign out**.

# Need Help?

■ Call OIP [586-1400](tel:586-1400)



■ E-mail: [oip@hawaii.gov](mailto:oip@hawaii.gov)

■ OIP website:  
[www.hawaii.gov/oip](http://www.hawaii.gov/oip)



If you need to refresh your memory, today's training is posted 24/7 on OIP's UIPA training page at **[hawaii.gov/oip](http://hawaii.gov/oip)**. In addition to OIP's website, you can get help from OIP's staff attorneys about the UIPA Records Request Log or the Records Report System by calling (808) **586-1400** or emailing [oip@hawaii.gov](mailto:oip@hawaii.gov).

OIP welcomes your comments on this training and hopes to have answered all of your questions about how to upload multiple totals of the UIPA Record Request Log onto [data.hawaii.gov](http://data.hawaii.gov). Thank you for your ongoing efforts to transform our government into one that is open and accessible to everyone.